

**LOWELL CHARTER TOWNSHIP**  
2910 Alden Nash SE  
Lowell, MI 49331  
Phone: 616-897-7600 Fax: 616-897-6482  
[www.lowelltwp.org](http://www.lowelltwp.org)

**REZONING PROCESS**

For all rezoning requests a public hearing is held by the Planning Commission which makes a recommendation to the Township Board for the final decision.

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**1. Application Fee: \$500.00**

The application fee is used for the administrative costs of advertising the public hearing, mailing notices to property owners within 300 feet and holding the public hearing.

**Escrow Fee: \$1,000 (separate check required)**

The Escrow fee pays for the cost of services provided by professional consultants retained by the Township to assist in reviewing the project. If the initial escrow amount is exhausted additional escrow fee's may be required.

**2. Processing Period**

A rezoning application usually takes about 60 -90 days to process.

**3. Information to be Submitted by the Applicant**

The following information must be submitted to the Township Zoning Administrator not less than three weeks before the date of the next Planning Commission meeting in order to be placed on that agenda. *See schedule on website*

\_\_\_\_ Signed application form

\_\_\_\_ Application fee and escrow fees

**4. Application & Review Procedures**

a) Upon receipt of the required information and fee, the Township receptionist provides the application materials to the Planning Commission and the Township Planner.

b) Planner prepares report for the Planning Commission. Copy sent to applicant.

c) Applicant presents project to Planning Commission at next scheduled meeting for Commission comments.

d) At this meeting the Commission sets a date for public hearing.

e) Notice of the public hearing is prepared by the Township Planner and the Clerk arranges for publication in the Lowell Ledger. The notice is also mailed to occupants and property owners within

300 feet of the boundaries of the proposed property. The notice must be published and mailed at least 15 days before the date of the public hearing.

f) Another report is prepared by the Township Planner based on any new information submitted. This report is then provided to the Planning Commission and the applicant.

g) The public hearing is held by the Planning Commission. The applicant is expected to attend the hearing to present the project. Others in attendance are provided an opportunity to speak. Following the public hearing, the Planning Commission will vote to approve, deny, modify, or postpone the rezoning. **This vote is a recommendation to the Township Board.**

h) The recommendation of the Township Planning Commission is considered by the Township Board at the regular Board meeting the following month to allow time for the minutes of the Commission meeting to be approved by the Commission and provided to the Board. The Board makes the final decision on these requests and may vote to approve, deny, modify, or postpone the rezoning.

i) The applicant is notified in writing of the final disposition of the rezoning.

j) If the rezoning request is approved, the ordinance or summary of the ordinance is published in a local newspaper within 15 days of adoption. The rezoning request is effective seven after publication.